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3 December 1964

MEMORANDUM FOR: Chief, Plans Staff

SUBJECT : CIA ADP Responsibilities and OCS Authority in Carrying Out These Responsibilities

1. Attached is a chronological history of regulatory and staff correspondence through which the responsibilities and authority of CIA centralized ADP control and reporting have come to OCS.

2. The Bureau of the Budget has directed various actions by all units of the Executive Branch of the Government. These can be summarized as:

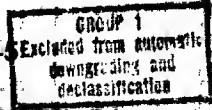
- a. Centralized control of ADP affairs. BOB circular A-61 - 3 August 1963
- b. Complete systems study before a decision to apply ADP to a problem. BOB Bulletin No. 60-6 - 18 March 1960
- c. Complete evaluation on sharing, lease, or purchase before selection and acquisition of ADP equipment. BOB circular No. A-54 - 14 October 1961
- d. Complete annual reports on all phases of ADP use and costs. BOB circular A-55 - 14 March 1962.

3. The OCS authority and responsibilities can be traced back to [redacted] of 17 October 1957 which revised the mission and function of the Management Staff which included a Business Machines Service Staff (BMSS) which was to "Review requisitions for and applications of office business machines and equipment, and conduct research and disseminate information related thereto." This mission was expanded 12 February 1959 by DCI and DDCI approval of an ADP study by the BMSS which established an ADP Committee and assigned BMSS to study centralization of EAM and ADP equipment. In 1959 the BMSS also picked up the BOB reporting

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required by BOB Bulletin 60-4, 5 October 1959. The first report prepared from unit submissions and consolidated by BMSS was submitted 31 December 1959. The BMSS functions were further expanded

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4. Mr. Joseph Becker is currently Chief, OCS and Chief, ADP Committee and is by history and regulatory issues responsible for all ADP functions transferred or assigned from the old Management Staff, BMSS, thru the ADP Staff to the current OCS. Most of the HN's etc. are no longer in force, because of termination dates; however, if they are considered to have expired then the Regulations, etc. which they rescinded are once more in force and would again be responsible under the old ADP Staff and Management Staff.

5. To meet the requirements of BOB regulatory issues, it is recommended that:

- a. OCS be named the Centralized CIA ADP authority required by BOB Circular A-61, and
- b. OCS be made responsible for preparation and/or review of all reports and documents required by BOB regulatory issues 60-6, A-54, and A-55.

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Attachments: A/S

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